

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

**REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

**CHARITY NO: 1121899**

**COMPANY NO: 06441376**

Critchleys Audit LLP  
Beaver House  
23-38 Hythe Bridge Street  
Oxford  
OX1 2EP

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

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**FOR THE YEAR ENDED 31 MARCH 2018**

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# WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2018

The Trustees (who are also the Directors for the purposes of Company Law) have pleasure in presenting their annual report and the unaudited financial statements for the year ended 31 March 2018. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in 2015 have been adopted in preparing the annual report and financial statements of the Charity.

#### 1. ADMINISTRATIVE INFORMATION

**Company number:** 06441376

**Charity number:** 1121899

##### Trustees:

M N Fysh (Resigned 19 April 2018)

S Alder

K M Fysh (Vice Chairman)

C R Simmonds (Treasurer)

R L T Webber

B West (Chairman)

R Bucknell

P Henry

M G Schomberg

K Walker

C West

##### Registered office:

Wootton & Dry Sandford Community Centre,  
Lamborough Hill,  
Abingdon,  
Oxfordshire,  
OX13 6DA

#### 1. STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing Document

Wootton and Dry Sandford Community Centre Limited is a registered charity and a company limited by guarantee. It was incorporated on 29 November 2007, and is governed by its Memorandum and Articles of Association. On 31 March 2009, the Charity took over the assets and liabilities of an unincorporated charity, The Wootton and Dry Sandford Community Centre, charity number 300107.

##### Organisational Structure

The Executive Committee, which is comprised of the Charity's Trustees, is responsible for the strategic direction. The present Committee has members from a variety of backgrounds relevant to the work of the Charity. Day-to-day responsibility for the provision of services is delegated to the Bookings Clerk. The Executive Committee consists of a Chairman, Vice Chairman, Treasurer, Company Secretary and up to eight other members.

##### Trustee Induction

New Trustees attend a briefing with the Chairman and other Officers. Wootton and Dry Sandford Community Centre is a member of Community first Oxfordshire, which provides up-to-date briefings and advice on matters relating to the smooth running of the Centre. Information leaflets are also received from the Charities Commission, which assist Trustees in keeping abreast with changes in regulations.

# WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 2. OBJECTIVES AND ACTIVITIES

#### Objects

The provision and maintenance of a Community Centre for use by the inhabitants of Wootton, Dry Sandford and Cothill and the surrounding neighbourhood without distinction or political, religious or other opinions. The Centre is used for meetings, lectures, classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

### 3. ACTIVITIES, ACHIEVEMENTS & PLANS FOR THE FUTURE

The Community Centre continues to provide a well-used venue for a wide range of activities for the local community and is also a popular choice for private functions. The trustees seek to ensure that activities cater for as broad a range of age and interest groups as possible and that the Community Centre provides a focal point for village life. Fundraising continues with the aim of carrying out a major refurbishment of the multi-games area.

### FINANCIAL REVIEW

#### Financial Position

Income from hire of the centre decreased by £2,188 this year. This was offset by an increase in income from fundraising activities of over £2,000.

The trustees have taken the decision to increase the number of activities which involve the Centre being used for internal fundraising activities rather than being hired out to third parties. Together with the fact that no income was received in the year from the former Children's Centre or the police office these factors meant that total income for the year decreased by £2,150. Expenditure was also up this year, with increases in the cost of utilities, insurance and repairs and maintenance, resulting in a decrease in net income before depreciation of £5,738 compared to the previous year.

Cash balances remain healthy, however, at £68,459 at the end of March, and now that the space previously occupied by the Children's Centre is now available to be hired out to third parties, which should result in increased rental income for 2018-2019, the trustees are satisfied with the results.

#### Reserves Policy

The Trustees aim to keep a minimum of six months' expenditure in reserves.

### 4. PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to public benefit guidance published by the Charity Commission.

### 5. DIRECTORS' RESPONSIBILITIES

Company Law and Charity Law require the Directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Wootton and Dry Sandford Community Centre Limited and of the surplus or deficit for that period. In preparing those financial statements, the Directors are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

**TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

The Directors are also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Wootton and Dry Sandford Community Centre Limited and enable them to ensure that the financial statements comply with the Companies Act 2006.

The Directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the small companies' regime under section 419(2) of the Companies Act 2006.

Signed by Mr B West

Date: .....

5 July 2018

A handwritten signature in black ink, appearing to be 'B West', written over a dotted line.

## WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES  
(Including Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2018

## INCOME AND EXPENDITURE

Incoming Resources from generated funds	Note	Restricted Funds £	Unrestricted Funds £	2018 Total £	2017 Total £
<b>Donations and Legacies:</b>					
Donations, grants and contribution to costs	2	-	2,120	2,120	4,085
<b>Other trading activities:</b>					
Hire of hall		-	61,361	61,361	63,549
Newsletter		-	5,662	5,662	5,818
Fundraising		-	7,616	7,616	5,457
<b>Total Income and Endowments</b>		-	76,759	76,759	78,909
<b>Expenditure on Charitable Activities</b>					
<b>Community:</b>					
Newsletter		-	5,076	5,076	5,066
<b>Premises:</b>					
Light and heat		-	12,622	12,622	10,550
Services and materials		-	25,311	25,311	26,046
Repairs and maintenance		-	15,151	15,151	13,293
Depreciation		28,741	4,214	32,955	31,749
<b>Support Costs:</b>					
Postage, stationery and telephone		-	466	466	391
Insurance		-	2,104	2,104	1,800
Bank charges		-	117	117	256
Sundry		-	2,175	2,175	2,032
Independent Examiner's fee		-	840	840	840
<b>Total Resources Expended</b>		28,741	68,076	96,817	92,023
Net (Expenditure)/Income for the period		(28,741)	8,683	(20,058)	(13,114)
Transfers between Funds		-	-	-	-
Fund balances brought forward					
At 31 March 2017	7	929,395	99,519	1,028,914	1,042,028
<b>Fund Balances Carried Forward at 31 March 2018</b>		900,654	108,202	1,008,856	1,028,914

The charity has no recognised gains or losses for the year other than the results above.

## WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2018

	Note	2018		2017	
		£	£	£	£
<b>Fixed assets:</b>					
Tangible fixed assets	4	935,950		962,872	
Less: Community funds received and not due For repayment		<u>(3,140)</u>		<u>(3,140)</u>	
		932,810		959,732	
<b>Current assets:</b>					
Sundry debtors	6	14,454		15,106	
Cash at bank and in hand	5	<u>68,459</u>		<u>62,118</u>	
		82,913		77,224	
<b>Current liabilities:</b>					
Creditors - Amounts due within one year	7	<u>(6,867)</u>		<u>(8,042)</u>	
<b>Net current assets</b>		<u>76,046</u>		<u>69,182</u>	
<b>Total assets less current liabilities</b>		<u>1,008,856</u>		<u>1,028,914</u>	
<b>Represented by:</b>					
<b>Unrestricted funds:</b>					
General fund		108,203		99,519	
<b>Restricted funds:</b>	8				
Community Centre Renovations Fund		1,246		1,246	
Play Area Fund		5,168		11,553	
Development Fund		894,239		916,596	
Accumulated funds at 31 March 2018		<u>1,008,856</u>		<u>1,028,914</u>	

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**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED****BALANCE SHEET (CONTINUED)****AT 31 MARCH 2018**

The Directors are satisfied that the Company was entitled to exemption under section 477(1) of the Companies Act 2006 and that members have not required an audit in accordance with section 476(1).

The Directors acknowledge their responsibilities for:

- (a) ensuring that the Charitable Company keeps accounting records that comply with section 386; and
- (b) preparing accounts that give a true and fair view of the state of affairs of the Charitable Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 394, and that otherwise comply with the Companies Act, so far as applicable to the Company.

These financial statements have been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

**These financial statements were approved and authorised for issue on behalf of the charity**

On 5 July 2018

Signed on its behalf by  
Mr B West

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**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

**1. Accounting Policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the accounts:

**Basis of Accounting**

- (a) The charity constitutes a public benefit entity as defined by FRS102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**(b) Incoming Resources**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received. The following specific policies are applied to particular categories of income:

**Donations** - For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

**Grants** - Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**Donated goods, facilities and services** - Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

**(c) Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Charitable expenditure - These are costs incurred on the charitable activities, including support costs and costs relating to the governance of the charity apportioned to charitable activities.
- All costs are allocated between expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Resources expended are recognised in the year to which they relate. Irrecoverable VAT is included in the relevant heading.

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

**(d) Fund Accounting**

Unrestricted funds are general funds that are available for use at the trustees' discretion in furtherance of the objects of the Charity. Designated funds are those earmarked by the trustees for use in a particular area or for specific areas

- (e)** Depreciation on assets capitalised is calculated to write off the cost of fixed assets over their estimated useful economic lives at the following rates:

Tennis courts and multi-games wall	5% straight line
Redevelopment expenditure	2% straight line
Fixtures and fittings	20% straight line

Depreciation of the car park renovations and improvements that were completed in March 2017, at 5% per annum straight line, commenced in the year ended 31 March 2018.

**2. Donations, grants and contribution to costs**

	<b>2018</b>	<b>2017</b>
	£	£
Wootton Parish Council	2,000	2,000
Sundry donations and contributions to costs	120	2,085
	<hr/>	<hr/>
	2,120	4,085
	<hr/>	<hr/>

**3. Employee Costs**

None of the Trustees, or any persons connected with them, has received remuneration during the year. The spouse of one Trustee charged the Centre £1,621 (2017: £1,314) for caretaking and general maintenance services rendered personally as the trustees were unable to appoint an external caretaker. The cost of these services has been assigned to repairs and maintenance in the Statement of Financial Activities.

Five Trustees received a total of £5,741.82 (2017: £1,092), as reimbursement for expenses incurred in respect of the Community Centre.

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**4. Fixed Assets**

	<b>Freehold Land &amp; Building</b>	<b>Tennis/ Sports Area</b>	<b>Car Park</b>	<b>Furniture &amp; Fittings</b>	<b>Multigames Wall</b>	<b>Total</b>
	£	£		£	£	£
<b>Cost:</b>						
As at 31 March 2017	1,037,971	110,318	31,945	15,039	17,382	1,212,655
Additions	-	-	-	6,031	-	6,031
As at 31 March 2018	1,037,971	110,318	31,945	21,070	17,382	1,218,686
<b>Depreciation:</b>						
As at 31 March 2017	124,554	97,973	1,597	10,016	15,642	249,782
Charge for the period	20,759	5,516	1,597	4,214	869	32,955
As at 31 March 2018	145,313	103,489	3,194	14,230	16,511	282,737
<b>Net Book Value:</b>						
31 March 2018	892,658	6,829	28,751	6,840	871	935,950
31 March 2017	913,417	12,345	30,348	5,023	1,740	962,872

**5. Bank and Cash in hand**

	<b>2018</b>	<b>2017</b>
	£	£
Fundraising account	18,459	8,951
Current account	50,000	53,167
	<u>68,459</u>	<u>62,118</u>

**6. Debtors**

	<b>2018</b>	<b>2017</b>
	£	£
Debtors	<u>14,454</u>	<u>15,106</u>

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**7. Creditors – amounts due within one year**

	<b>2018</b>	<b>2017</b>
	£	£
Accruals	6,867	8,042

**8. Summary of Restricted Fund Movements**

	<b>Brought Forward</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>Carried Forward</b>
	£	£	£	£	£
Community Centre Renovations fund	1,246	-	-	-	1,246
Play Area fund	11,553	-	(6,385)	-	5,168
Development Fund	916,596	-	(22,356)	-	894,240
	<u>929,395</u>	<u>-</u>	<u>(28,741)</u>	<u>-</u>	<u>900,654</u>

**Community Centre Renovations Fund**

This represents the balance of funds received by the Trust for the refurbishment of the centre building, which was completed during 1992.

**Play Area Fund**

This fund was set up by the Trust Committee to receive donations and grants for the redevelopment of the Community Centre Recreation field, including the establishment of the Multigames complex and young children's play area.

**Development Fund (Big Lottery Fund)**

This fund was established on the award of a grant of £500,000 from the Big Lottery for the renovation of the Centre, including a Children's Centre promoted by Oxfordshire County Council for which additional funding has been received as a government initiative.

**9. Analysis of Net Assets between Funds**

	<b>Fixed Assets</b>	<b>Current Assets</b>	<b>Current Liabilities</b>	<b>Total</b>
	£	£	£	£
Community Centre Renovations Fund	-	1,246	-	1,246
Play Area Fund	5,168	-	-	5,168
Development Fund	894,239	-	-	894,239
Unrestricted Funds	<u>33,403</u>	<u>81,667</u>	<u>(6,867)</u>	<u>108,203</u>
	<u>932,810</u>	<u>82,913</u>	<u>(6,867)</u>	<u>1,008,856</u>

**WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**10. Members Liability**

The Company is limited by guarantee and does not have share capital. The Members undertake to contribute a sum, not exceeding £1, to the assets of the Company in the event of the Company being wound up.

**11. Control**

For the whole year, the Company was under the control of the Board of Directors.

**12. 2017 Comparative Statement of Financial Activity**

<b>Incoming Resources from generated funds</b>	<b>Note</b>	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2017 Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Donations and Legacies:</b>				
Donations, grants and contribution to costs	2	-	4,085	4,085
<b>Other trading activities:</b>				
Hire of hall		-	63,549	63,549
Newsletter		-	5,818	5,818
Fundraising		-	5,457	5,457
<b>Total Income and Endowments</b>		-	78,909	78,909
<b>Expenditure on Charitable Activities</b>				
<b>Community:</b>				
Newsletter		-	5,066	5,066
<b>Premises:</b>				
Light and heat		-	10,550	10,550
Services and materials		-	26,046	26,046
Repairs and maintenance		-	13,293	13,293
Depreciation		28,741	3,008	31,749
<b>Support Costs:</b>				
Postage, stationery and telephone		-	391	391
Insurance		-	1,800	1,800
Bank charges		-	256	256
Sundry		-	2,032	2,032
Independent Examiner's fee		-	840	840
<b>Total Resources Expended</b>		28,741	63,282	92,023
Net (Expenditure)/Income for the period		(28,741)	15,627	(13,114)
Transfers between Funds		-	-	-
Fund balances brought forward At 31 March 2016	7	958,136	83,892	1,042,028
<b>Fund Balances Carried Forward at 31 March 2017</b>		929,395	99,519	1,028,914

**INDEPENDENT EXAMINER'S REPORT****TO THE TRUSTEES OF****WOOTTON AND DRY SANDFORD COMMUNITY CENTRE LIMITED**

I report on the accounts of the Wootton and Dry Sandford Community Centre Limited for the year ended 31 March 2018.

**Respective Responsibilities of Trustees and Examiners**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

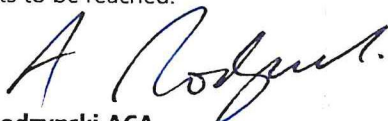
**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with our examination, no matter has come to my attention:

- which gives us reasonable cause to believe that in any material respect the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Andrew Rodzynski ACA**  
**Critchleys Audit LLP**  
**Beaver House**  
**23-38 Hythe Bridge Street**  
**Oxford**  
**OX1 2EP**

Date: 19/07/18